



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

January 31, 2024

**OFFICE MEMORANDUM**

ORD-2024- **72**

**SCHEDULE OF COMPUTER PREVENTIVE MAINTENANCE  
ACTIVITIES FOR CY 2024**

To: Functional Division Chiefs  
Section/Unit Heads  
All Others Concerned

1. This Office, through the ICT Unit, announces the schedule of the conduct of computer preventive maintenance activities for CY 2024. Please refer to the table below:

<b>1<sup>ST</sup> QUARTER</b>				
<b>DIVISION/SECTION/UNIT</b>	<b>NO. OF COMPUTERS</b>	<b>MONTH</b>	<b>WEEK NO.</b>	<b>DATE/S</b>
<b>ORD</b>	2	MARCH	4	25-29
<b>OARD</b>	2			
<b>PAU</b>	2			
<b>2<sup>ND</sup> QUARTER</b>				
<b>DIVISION/SECTION/UNIT</b>	<b>NO. OF COMPUTERS</b>	<b>MONTH</b>	<b>WEEK NO.</b>	<b>DATE/S</b>
<b>SHS</b>	4	APRIL	3	15-19
<b>NEAP</b>	3			
<b>FINANCE</b>	8		4	22-26
<b>ICTU</b>	3			
<b>FINANCE</b>	7	MAY	2	6-10
<b>PROCUREMENT UNIT</b>	3			

<b>CASH SECTION</b>	4	JUNE	3	17-21
<b>ADMIN MAIN</b>	1			
<b>RECORDS SECTION</b>	3			
<b>3<sup>RD</sup> QUARTER</b>				
<b>DIVISION / SECTION / UNIT</b>	<b>NO. OF COMPUTERS</b>	<b>MONTH</b>	<b>WEEK NO.</b>	<b>DATE/S</b>
<b>PERSONNEL SECTION - PAYROLL SERVICES</b>	7	JULY	2	8-12
<b>GENERAL SERVICES UNIT</b>	3			
<b>HRDD</b>	6	AUGUST	3	12-16
<b>ESSD</b>	7			
<b>FTAD</b>	4			
<b>QAD</b>	7	SEPTEMBER	2	9-13
<b>CLMD</b>	8		4	23-27
<b>LRMDS</b>	3			
<b>4<sup>th</sup> QUARTER</b>				
<b>DIVISION / SECTION / UNIT</b>	<b>NO. OF COMPUTERS</b>	<b>MONTH</b>	<b>WEEK NO.</b>	<b>DATE/S</b>
<b>LEGAL UNIT</b>	4	OCTOBER	2	7-11
<b>PERSONNEL SECTION</b>	7		3	14-18
<b>PPRD</b>	7			
<b>ASSET MANAGEMET</b>	4	NOVEMBER	2	11-15

2. During these dates, the designated users of DepEd-owned desktop computers and laptops that are currently in use are requested to allow the ICT Unit personnel to utilize the equipment for the conduct of computer preventive maintenance activities – disk defragmentation if applicable, checking of antivirus software if it is up-to-date and the virus scan is commencing on schedule, operating system updating, cleaning the internal part of the system unit if necessary (for out-of-warranty desktop computers only), and others.

3. New devices acquired and set up within the year will be excluded while specific requests for troubleshooting and technical assistance for the said device will be catered via the ICT Service Requests.

4. If the computer will not be available as scheduled due to an important task that needs to be completed or other considerable reasons, the ICT Unit personnel and the designated user must agree on a new schedule for the preventive maintenance or allow a present coworker in the same functional division/section/unit to observe and acknowledge the conduct of the activity.

5. Immediate dissemination of and compliance with this memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

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